

Influenza Immunization Program Checklist

Use the following month-by-month checklist as a guide for your influenza vaccination program

January–March

- ☐ Catch stragglers. It's not too late to vaccinate. Flu season often peaks late in the region.
- ☐ Determine a budget for your influenza immunization program.
- ☐ Educate leadership about the importance of immunizing healthcare personnel against influenza.
- ☐ Evaluate last year's healthcare personnel immunization program:
 - ☐ How many staff were immunized?
 - ☐ How does that compare with previous years?
 - ☐ Was the vaccine supply appropriate for the demand?
 - ☐ Why did some staff chose not to be immunized and how will you address their concerns? Discuss strategies with staff.
- ☐ Order influenza vaccine for this year's program.

April–May

- ☐ Develop a program action plan using this toolkit as a guide.
- ☐ Consider increasing last year's immunization goal by at least 10 percent.
- ☐ Schedule meetings with department managers to highlight the health and economic importance of an influenza immunization program.

June–July

- ☐ Develop a promotion and logistical plan for the program that addresses:
 - ☐ Immunization delivery methods such as clinics, rolling carts etc.
 - ☐ Immunization program dates, times, locations and fees if any
 - ☐ Program kick-off event
 - ☐ Promotional materials such as posters
 - ☐ Incentives
 - ☐ Educational materials

For more calendar steps, click [here](#).